18th May 2026 Chair's signature

Heigham Community Federation

Full Governing Body Meeting

MINUTES

Chair – Kate Campbell

18th May 2026 at 5.30 pm held at Recreation Road Infant School

GOVERNING BODY MEMBERS					
Helen Behrens **(HB)**	Co-opted	Present	Judith Mayne **(JM)**	Co-opted	Present via Teams
Michael Bunting **(MB)** *Executive Headteacher*	HT	Present	Pam Reynell **(PR)**	Co-opted	Absent
Kate Campbell **(KC)**	Co-opted	Present	Vijay Surianarayna **(VS)**	Co-opted	Absent
Maria Conti **(MC)**	LA Appointed*	Present	Anish Varkey **(AV)**	Co-opted	Absent
Laura Harris **(LH)**	Co-opted	Present	Vacancy	Co-opted	
Daddy Kabuiku **(DK)**	Parent	Present	Vacancy	Parent	
			Vacancy	Staff	

Quorum = 5

Governance Professional: **Sheila Lewis-Smith (SLS)**

Blue – Challenge/question **Yellow – Approval** **Red – Action Point**

AJS – Avenue Junior School **RRIS – Recreation Road Infant School**

		Action Points		
Date	**Item**	**Details**	**By Whom**	**When**
12.01.26	6	Action 2: MB to get the feedback from the Mission and Vision consultation out the parents and other stakeholders.	MB	ASAP
	10	Action 6: Complaints Procedure to be considered at the May FGB meeting. **Working Party to be established at June FGB**	SLS /MB	15/06/26

		to review policy.		
23.02.26	10	Action 3: MB to add reference to data protection and where information is stored to the Administration of Medicines Policy.	MB	15/06/26
18.05.25	3	Action 1: LH to circulate information about HTPM training from VNET.	LH	Completed.
	3	Action 2: MB to circulate dates for the HTPM review meeting this term.	MB	ASAP
	3	Action 3: Approval of HTPM Adviser to be added to July FGB meeting agenda.	SLS	13/07/26
	3	Action 4: Governors to send their availability to MB regarding monitoring on 15th June.		ASAP
	9	Action 5: Add updated Accessibility Plan to July FGB agenda.	SLS	13/07/26
	11	Action 6: March FGB Minutes and Confidential Minutes to be added to June agenda.	SLS	15/06/26

No.	Item
1.	**Welcome, Introductions and Apologies**
	KC welcomed everyone to the meeting. • VS, PR and AV gave apologies that were accepted. • It was noted that Andy Innes had resigned from the board prior to the meeting. Governors thanked Andy for his contribution to the board and the schools. • In attendance –Denise Mattock, Head of School RRIS, Mike Hooper, Head of School AJS and Jen Carlin, Business Manager Heigham Community Federation. Sheila Lewis-Smith, Governance Professional. • The meeting was quorate.
2.	**Declarations of Business and Pecuniary Interests** There were no new declarations.
	Declare business and pecuniary interests for items on this agenda None declared for this agenda.
3.	**Governance Matters**
	Succession planning KC urged governors to consider stepping up into the role of Co-Chair when PR resigns at the end of the term. **CEO Performance Review** No date has yet been set for the review meeting.

	KC asked for another governor to come onto the HTPM committee. JM agreed to join KC and VS from September. Training should be undertaken for this role; training is available in June from VNET. Action 1: LH to circulate information about HTPM training from VNET. Action 2: MB to circulate dates for the HTPM review meeting this term. Action 3: Approval of HTPM Adviser to be added to July FGB meeting agenda. **Governor Drop-In Day – 15th June. Arrangements.** KC suggested a more relaxed format for this year. Governors should come in to monitor their allocated subject or area. Timings during the day can be flexible and meet the needs of individual governors and staff. Governors discussed their confidence in conducting monitoring activities. The training course "Monitoring in Practice" Norfolk Governance Service, was recommended. Governors were asked to notify MB when they could come into school on 15th June and he will create a programme. Action 4: Governors to send their availability to MB regarding monitoring on 15th June.
4.	**HEADTEACHERS' REPORTS** **AJS** Number on roll = 468. There are 12 spaces, with 9 being in Year 3 and 3 being in Year 6. Number of admissions confirmed for September into Year 3 are 102. Behaviour – this is settled and Wonderful Walking is being started again. The behaviour for learning is good, with exceptional seen during the Year 6 SATs week. There has been a marked improvement in the behaviour of children with challenging behaviour. There has been one half day suspension for a child who was disrupting the SATs. Health & Safety – there has been an increase in head injuries on the playground. This seems co-incidental and happening in different places and activities. The new Family Support Worker is now in post. There is one child on Section 47 – Child Protection. Attendance – as of 11th May it was 95.3% (National is 94.2%) Persistent absence is 10.6%. Pupil Premium is 90.8%, with some of the pupils also being SEND. There are some reduced timetables in Acorn class.

SEND/Inclusion – the SENDCo role is being covered by consultancy; it is likely that the postholder will return. MH confirmed that statutory requirements are being met.

Staff training has focused on scaffolding and questioning to build up consistency.
There has also been a session with the Psychology service on writing EHCP's.

The Music Festival at the Kings Centre was amazing and the Year 6 residential went well.

Staffing – a HLTA has left and the post has been covered internally. There is some external TA supply cover.

Pupil Welfare – there is transition work in place for both coming intothe school and leaving the school, with some arrangements made for individual pupils.

Stakeholder engagement – this continues as parents and others come into the school on a regular basis.

MB thanked MH, Dan Lowe and Susanna for their work and support this term.

Why has this term been so challenging?
A: This is due to the number of key personnel who have had to be covered, creating pressure to cover all the core elements.

What role do staff have in deciding teaching methods?
A: The drive comes from the SLT e.g. Think, Pair, Share. Leaders look at the outcomes and then shape the teaching methods, looking across both schools. This then builds with contributions from staff.
Do the staff provide feedback?
A: Yes, during discussions and provide their ideas and feedback.

How is the Norwich Writing Project going?
A: We have now got the methods up and running. The funding has ended but we have a legacy of activities. MB said that there were improvements in the writing outcomes.
The pupils were more relaxed during the SATs, as it is a more familiar process.

RRIS

Number of roll – 321 with 39 spaces. Work is being done to get children into school, especially the home educated.
Two requests for places have been received from pupils in Cringleford.

Behaviour - Generally low level. Support is added as required, as identified in the regular Behaviour meetings. There are 21 pupils with behaviour plans, 2 of which are deemed to have high level behaviour needs.

There has been one half day suspension; new strategies have been put in place.

	Safeguarding – 38 pupils are being monitored, with fortnightly meetings being held. The Family Engagement Officer has received training. Attendance – 95.4%, with National being 94.2% Two pupils are home-schooled and two are on reduced timetables. Term time holidays are being fined if they meet the criteria. Persistent absence – 10.9%. Pupils with 85% or less have reasons known to the school or are being supported. SEND – there has been feedback from the PINS training. The school is working to re-integrate the Nest in to the school. Reflection Days - these have identified that support staff need to scaffold and to use models to help children explain their learning. The next steps are to embed vocabulary and knowledge. VNET - Ruth McGlone has looked at writing and suggested that the range of writing opportunities should include things such as post-it notes and notebooks. The school would welcome any spare stationery. Staff training – This has focused on communication friendly spaces and the PTA are funding resources. The revised physical intervention has been shared with staff and the Ofsted framework. Staffing – There have been two resignations from support staff which have been covered internally. There are two teaching posts appointments, one of which is a temporary contract. The second is a maternity leave for which a teacher has been appointed. The challenge for the school is to ensure that the school still has a Lead for Reading and Writing. Health and Safety – Minor works have been completed. The use of the field has limited the number of accidents. Stakeholders – Parents are still keen to help with trips etc. There was a recent very successful plant sale. Governors were invited to the Fete to be held on 3rd July. **What is the cost of the Mental Health support?** A: This is provided by the NHS at no cost to the school. They come and work with the school and pick up individual cases.
5.	**CHAIRS' REPORT** There were no updates to be given.
6.	**Strategic Leadership and Vision**

Mission and Vision – Feedback from parents and stakeholders.

No current update available.

SEF – Curriculum and Teaching strands for both schools.

Both schools continue to work towards "Expected."

Strategy Update

No current update available.

7. Premises, Health & Safety, Finance, Staffing

7.1 Budget Control Reports

There was no paperwork available at the time of the meeting.
The Year End Analysis of Balances was as predicted.
AJS had a balance to bring forward, RRIS has less.

RAG – there were no surprises. There is a predictable A2 grade on the budgets, given the forecast deficits. JC felt that the RAG had not been appropriately updated.

7.2 Capital Budget – approval of RRIS LED spend

The LA would fund 45%, BMP funding 10% and the school to fund 45%.
There is enough money in the RRIS capital budget, with more due shortly.
AJS does not have any remaining capital budget but could fund the project from the surplus budget. It was reported that other schools have seen a reduction in electricity bills. The funding is not guaranteed in the future.
The project would need to go out to tender, so there are no costs set yet.

Q: Is the swimming pool included in the project?

A: Yes.

Q: Is the cost of lighting and the capital expenditure factored into the hire charges?

A: They will be reviewed at the end of June but need to be set at a market rate. There are currently more hirers and increased hours of hire.

Governors approved the LED Project for RRIS and AJS.

Governors noted that the Sports Hall will also be upgrading the LED lighting.

7.3 Premises / H&S update

No update provided.

- Kitchen feasibility

Awaiting electricity maximum usage details.

	Gas – JC is comparing contracts. There is a deadline date of 31st May to sign up to ESPO, which JC recommends, as it has a track record with NCC and schools. Governors discussed the benefits and risks of ESPO and the DfE schemes. **Governors approved the continuation of the ESPO scheme for gas supply.** **Health and Safety** H&S reports are filed in the Autumn and Spring and will be uploaded to GovHub. Minor repairs and maintenance continue to the be completed. The Site Manager is completing compliance checks at the weekend. AJS has experienced problems with the fire panel due to the wiring in the building. The panels are modern and can be silenced. The schools are in the second of five years in the BMP. JC is checking the fire drill practices. AJS – further ceiling work will be conducted over the summer holiday. Incidents and accidents – JC has conducted an analysis from November to May from the OSHENS records. JC advised that she will be introducing one consistent format for risk assessments and policies. The catering contract tender is due to be opened.
8.	**Governor monitoring, development and training** **8.1 Monitoring Schedule** It was acknowledged that governors were behind with their monitoring. Monitoring reports should be uploaded to the Monitoring folder for the current year's meeting on GovHub. **8.2 Monitoring reports from governors** It was agreed that monitoring reports can be sent to the Governance Professional to be uploaded to GovHub. LH, MC and HB had all submitted monitoring reports. **8.3 Training completed or planned** None notified. The Chair urged governors to take up training, much of which is available via GovHub.

9. POLICIES TO APPROVE / REVIEW

- **Pupils with Additional Health Needs**
- **Supporting Pupils with Medical Conditions**
  Statutory and compliments the Pupils with Additional Needs Policy.

Governors approved the two polices listed above.

- **Accessibility Plan**
  This has remained as it was. The PINS project was supposed to advise but nothing has been actioned.

Action 5: Add updated Accessibility Plan to July FGB agenda.

10. POLICIES TO NOTE

- **Attendance Policy**

Governors noted the Attendance Policy

11. MINUTES OF PREVIOUS MEETING, Matters arising and Actions

11.1 To approve the minutes of the meeting for FGB held on 23rd March 2026

The Minutes of the meeting held on 23rd March had not been made available prior to the meeting due to an oversight.

Action 6: March FGB Minutes and Confidential Minutes to be added to June agenda.

11.2 Actions

12.01.26	6	Action 2: MB to get the feedback from the Mission and Vision consultation out the parents and other stakeholders. **Outstanding**	MB	ASAP
	10	Action 6: Complaints Procedure to be considered at the May FGB meeting**. A working party will be formed at the June meeting to review the policy.**	SLS /MB	18/05/26
	13.2	Action 7: Add Accessibility Plan to 13th July agenda **On-going**	SLS/ MB	13/07/26
	13.2	Action 8: Put update on kitchen feasibility as a standing item under premises. **Remove action**	SLS	On-going
23.02.26	3	Action 1: MB to check dates for a Governors in School	MB	23/03/26

		day. **Completed.**		
	3	Action 2: ALL: Governors to check on GHub Governance Service for training courses on Complaints and Exclusions and Suspensions training. **Reminder issued following the meeting.**	ALL	ASAP
	10	Action 3: MB to add reference to data protection and where information is stored to the Administration of Medicines Policy. **Outstanding.**	MB	23/03/26

11.3 Matters arising

How many complaints escalate to Stage 2?

A: None have escalated except the recent three complaints that were received this year. All three complaints are now closed.

11.4 To approve the confidential minutes of the meeting from FGB held on 23rd March 2026

The confidential minutes of the meeting held on 23rd March 2026 were not available due to an oversight.

12. **Confidential Item**

Confidential minutes were produced for this item.

13. **Date of next meeting – Monday 15th June 2026 at 5.30pm at AJS.**

With no further business, the meeting closed at 19:30